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20 November 1953

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MEMORANDUM FOR: Assistant Management Officer, DD/A

SUBJECT : Survey Report of the WH Admin **[REDACTED]**

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REFERENCE : Memorandum for the Acting Deputy Director  
(Administration), Subject as Above, Dated  
16 November 1953

1. Reference has been carefully studied by this Division, and the comments which follow address themselves to the Conclusions and Recommendations presented in Reference.

2. As regards the Conclusions:

- a. The workload and understaffing of WH Admin Staff are recognized, but the workload throughout WHD is such that, even were the proportional limitation as between operational and support personnel to be lifted, the Division is at a loss to know where sufficient strength within the overall T/O could be found in order to eliminate overtime and to provide for emergencies.
- b. No. comment.
- c. If the prototype functional statement is not developed as proposed, WHD will be pleased to develop its own **[REDACTED]** functional statement.
- d. Job titles were assigned by Personnel Division and WHD assumed that they were standard. Likewise the current job description was produced outside the Division. WHD will conform to any reasonable and authoritative modifications.
- e. WHD needs no convincing of the desirability of adequate logistics annexes to projects. It is obvious however, that these cannot be evolved with the present available strength in the Administrative Staff, and general logistical estimates are of necessity substituted.

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- f. For all practical purposes CWH Admin does require adequate justification for purchase, issue, replacement, or disposal of vehicles, and believes material savings have resulted from application of rigid standards and analyses in all cases. It has seemed unnecessary to formalize by publication the actual criteria. If such procedure is deemed important it can be done with little effort.
  - g. Inasmuch as Conclusion (g) would appear to constitute an indirect recommendation for a still further T/O increase, and since it also would appear to be an activity which would clutter the Administrative Chief's office, WHD does not concur in this conclusion.
  - h. The careful screening and disposal of inherited and accumulated [ ] files would involve many manhours. Since both Chief Admin and Logistics Officer (at least one of whom would have to exercise responsibility) now average approximately 55 hours per week of duty each, we fail to see how this low-priority task can be undertaken in the foreseeable future.
  - i. WHD concurs and commends the Coordinator for utmost cooperation.
  - j. WHD operates within a T/O and ceiling which necessitates equitable distribution of positions as between Field and Headquarters, and within the latter as among executive, operational, and support categories. Such distribution was made not on an arbitrary basis, but after painstaking study. Beyond allocation of the total number of administrative positions included in the currently pending T/O for the Division, there would appear to be no realistic method of increasing the strength. Parenthetically it might be observed that, should an increase somehow be effected, the recommended grades appear too high; it is a premise of WHD that although grades should be sufficiently high to offer opportunity for advancement of competent employees and incentive, reasonable economy is also a must.
3. As regards the Recommendations:
- a. On the basis set forth above, and until some practical means is evolved for providing the job slots indicated, WHD does not concur.

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- b. WHD concurs, preference being for a prototype functional statement.
- c. WHD does not concur, believing that any further workload increase will bring present personnel to a dangerously diminished level of efficiency and health.
- d. CWH Admin will gladly formalize the indicated criteria by publication.
- e. WHD does not concur for the reasons set forth under discussion of Conclusion h. and of Recommendation c.
- f. WHD does not concur for the reasons set forth under discussion of Conclusions g. and j.



Chief, WHD

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